

2005 - 2006
NCLB Programmatic Monitoring

Title I – Section 1116

Cycle
3

Academic Assessment and Local Educational Agency and School Improvement Checklist

LEA _____

Date _____

Person Completing Checklist _____

E-mail Address _____

Phone Number _____

I=IN COMPLIANCE

O=OUT OF COMPLIANCE

DIRECTIONS

1. Review all of the LEA's School Improvement Plans to ensure that all of the following requirements have been met.
 - ☐ Mark **I** if the item is in compliance
 - ☐ Mark **O** if the item is out of compliance
2. For items found out of compliance (**O**), complete the Cycle 3 Compliance Activities Worksheet by indicating:
 - ☐ the items out of compliance and how they will be addressed;
 - ☐ who will be responsible; and
 - ☐ the date the items are brought into compliance.
3. Return the following to Ms. Bobbie Orlando, Monitoring Manager; Bin #32 at ADE by **December 1, 2005**:
 - ☐ this Academic Assessment and Local Educational Agency and School Improvement Checklist;
 - ☐ the completed Cycle 3 Compliance Activities Worksheet;
 - ☐ a list of your Title I schools in School Improvement; and
 - ☐ sample notices to parents regarding schools in improvement from the same sample as above.

Academic Assessment – The LEA:

- _____ analyzed test results including the AIMS, SAT 9, local assessments, and other assessments and indicators including graduation rate, attendance rate, disaggregated data, AZ LEARNS, and MAP to annually review the progress of each Title I school towards making adequate yearly progress;
- _____ published and disseminated the results of the annual review to parents, teachers, principals, other staff, and the community in order for schools to refine the instructional program;
- _____ reviewed the effectiveness of the parental involvement activities, professional development activities, and other activities carried out by the schools; and
- _____ notified the Title I schools of adequate yearly progress status.

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Please check the appropriate box.

- ☐ The LEA has no schools identified for improvement. *(Skip to LEAs identified for improvement section on page 5 if appropriate)*
- ☐ The LEA has schools identified for School Improvement, Corrective Action and/or Restructuring. Please list:

School Name	School Improvement 1st Year	School Improvement 2nd Year	Corrective Action	Restructuring

School Improvement – The LEA:

- _____ ensured that each school identified for school improvement developed or revised a school improvement plan no later than 3 months after being identified, in consultation with parents, school staff, the LEA and outside experts;
- _____ established a peer review process to review and work with schools to approve plans within 45 days of submission;
- _____ approved the school improvement plans;
- _____ ensured that each school identified for school improvement implemented the school plan;
- _____ ensured that each school improvement plan contains all 10 components:
- ☐ scientifically based research strategies to strengthen core academic subjects;
 - ☐ policies and procedures concerning core academic subjects that have the greatest likelihood that all groups of students will meet the proficient level on the AIMS;
 - ☐ an assurance that the school will spend not less than 10% each year to provide high quality professional development;
 - ☐ specifies how funds will be used to remove the school from improvement status;
 - ☐ annual measurable objectives for continuous and substantial progress by each group of students to meet proficient level of achievement on the AIMS;
 - ☐ how written notice about the identification of a school in improvement is provided to the parents of each student enrolled in the school in a language parents can understand;
 - ☐ specifies the responsibilities of the school, the LEA, and the SEA including technical assistance to be provided;
 - ☐ strategies to promote effective parental involvement in the school;
 - ☐ activities before and after school, during summer, and during any extension of the school year;
 - ☐ incorporates a teacher-mentoring program.
- _____ ensured the provision of technical assistance for the development and implementation of the school improvement plans; and
- _____ set aside an amount equal to 20% of the Title I funds for public school choice and supplemental services.

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Parent Notification of Schools in Need of Improvement – The LEA provided notice to parents in a language they can understand:

- _____ an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved;
- _____ the reason for identification;
- _____ an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- _____ an explanation of what the local educational agency or the Arizona Department of Education is doing to help the school address the achievement problem;
- _____ an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- _____ an explanation of the parents' option to transfer their child(ren) to another public school or to obtain supplemental educational services for their child(ren).

Public School Choice – For schools identified for school improvement, corrective action, or restructuring - The LEA:

- _____ provided all students enrolled in the school with the option to transfer to another public school served by the LEA that has not been identified for school improvement (must provide at least 2 choices); and
- _____ gave priority to the lowest achieving children from low-income families; if the funds available were insufficient to provide transportation to each student who requested a transfer.

Supplemental Educational Services – For schools identified for second year school improvement, corrective action, or restructuring - The LEA:

- _____ provided notice to parents at least annually informing them of the availability of services, the identity of the approved providers, and a description of the services, qualifications, and demonstrated effectiveness of each provider;
- _____ gave priority to children from low income families; if the funds available were insufficient to provide supplemental educational services to each eligible student whose parent requested services, the LEA gave priority to the lowest achieving children from low income families;
- _____ arranged for the provision of supplemental educational services to eligible children in the school by a provider selected by the parents and approved by the ADE;
- _____ assisted parents in choosing a provider from the list of ADE approved providers, if requested;
- _____ applied fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students;
- _____ did not disclose to the public the identity of any student who is eligible for or receiving supplemental services without written permission of the parents of the student; and

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Supplemental Educational Services – For schools identified for second year school improvement, corrective action, or restructuring – The LEA: *continued*

_____ developed, in consultation with the parents (and the provider chosen by the parents), an agreement that includes:

- ☐ a statement of specific achievement goals for the student, how the student's progress will be measured and a timetable for improving achievement and for students with disabilities is consistent with the IEP.
- ☐ a description of how parents and teachers will be regularly informed of student progress.
- ☐ a provision for the termination of such agreement if provider is unable to meet such goals and timetables.
- ☐ provisions with respect to the making of payments to the provider by the LEA.
- ☐ prohibitions to the provider from disclosing to the public the identity of any student eligible for, or receiving supplemental services without written permission of the parents of such student.

Corrective Action means action that directly responds to consistent academic failure of a school in school improvement. The LEA:

_____ implemented a system of corrective action for any school in school improvement that failed to make AYP by the end of the second full year after identification;

_____ provided all students enrolled in the school(s) with the option to transfer to another public school served by the district;

_____ provided supplemental educational services to children who remain in the school(s);

_____ provided technical assistance while instituting any corrective action;

_____ identified the school(s) for corrective action; and

_____ implemented at least one of the following corrective actions:

- ☐ replace the school staff who are relevant to the failure to make AYP.
- ☐ institute and fully implement a new curriculum and professional development to relevant staff that is based on scientifically based research.
- ☐ significantly decrease management authority at the school level.
- ☐ appoint an outside expert to advise the school.
- ☐ extend the school year or day for the school.
- ☐ restructure the internal organization of the school.

Restructuring means failure to meet AYP after one full school year of corrective action. The LEA:

_____ provided all students enrolled in the school(s) with the option to transfer to another public school served by the district;

_____ provided supplemental educational services to children who remain in the school(s);

_____ prepared a plan and made necessary arrangements to carry out alternative governance; and

_____ implemented at least one of the following alternative governance arrangements by:

- ☐ reopening the school as a charter school.
- ☐ replacing all or most of the school staff who are relevant to the failure to make AYP.
- ☐ entering into a contract with an entity to operate the public school.
- ☐ turning the operation of the school over to ADE.
- ☐ any other major restructuring of the school's governance arrangement that makes fundamental reforms, such as significant changes in the school's achievement in the school and that has substantial promise of enabling the school to make adequate yearly progress.

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LEAs identified for improvement – The LEA:

_____ developed or revised in consultation with parents, school staff, and others, the local educational agency plan within 3 months of being identified for improvement. The plan:

- ❑ incorporates scientifically based research strategies to strengthen core academic subjects in school served by the LEA;
- ❑ identifies actions that have the greatest likelihood of improving the achievement of participating children in meeting the academic achievement standards.
- ❑ addresses the professional development needs of the instructional staff by committing to spend not less than 10% of the funds each year to provide high quality professional development.
- ❑ includes specific measurable achievement goals and targets for each group of students identified in the disaggregated data.
- ❑ addresses the fundamental teaching and learning needs in the schools of the LEA and the specific academic problems of low achieving students, including a determination of why the LEA's prior plan failed to bring about increased student academic achievement.
- ❑ incorporates activities before school, after school, during the summer, and during an extension of the school year.
- ❑ specifies the responsibilities of the SEA and the LEA to provide technical assistance and to provide services to private schools.
- ❑ includes strategies to promote effective parental involvement in the schools;